

**JURY CLERK (CONTRACT)**  
**CIRCUIT COURT FOR ANNE ARUNDEL COUNTY**

The Circuit Court for Anne Arundel County seeks a jury clerk.

**DUTIES:** This position will assist the Jury Commissioner in the day to day operations of the Jury Office, including answering in person, telephone, and online inquiries from the public, attorneys, and judicial staff; reviewing juror qualification forms and postponement/excuse requests; interacting with courthouse staff to evaluate juror assignment, status of trials, etc.; checking in jurors/juror disbursements; data entry; and other duties as assigned.

**REQUIREMENTS:** Attention to detail, computer experience, and excellent communication skills are required.

**HOW TO APPLY:** Please apply by March 9, 2021, at 4:30 p.m. by submitting a cover letter, resume, and list of three professional references as a **SINGLE PDF** document to:

[JuryClerk2021@circuitcourt.org](mailto:JuryClerk2021@circuitcourt.org)

This is a contractual position that is the equivalent of a county grade 12. The estimated duration of the contract is two years. The position does not include insurance or retirement benefits.